

Introduction

Site plan control is a form of development control provided to municipalities by Ontario's Planning Act. No one can undertake any development which is subject to site plan control unless the Township has reviewed and approved certain plans. Site plan applications require an agreement registered on title. This agreement contractually binds the owner to develop and maintain a site in accordance with the approved plans and the terms of the agreement.

Building permits are not generally issued until site plan control requirements are addressed. However, Township's Building Services will accept applications prior to the final approval and registration of the site plan subject to the applicant entering into an agreement with the municipality which outlines that the applicant is aware of the risks of submitting the building permit application prior to final approval.

The Site Plan Control process allows Township staff to review and approve the following:

- Building siting and site design;
- Building massing;
- The relationship of the proposal to surrounding land uses;
- Driveways, curbing and traffic direction signs;
- Loading and parking facilities;
- Emergency vehicle routes;
- All pedestrian accesses, such as walkways and ramps, and their proposed surfacing;
- Landscaping for the site and for the protection of adjoining lands;
- Refuse and other waste material storage and collection areas;
- Grading and servicing;
- Exterior design of buildings, including character, scale, and appearance; and, if applicable,
- Sustainable design elements within the adjoining right-of-way such as trees,

landscaping, paving, street furniture, ramps, accessibility, waste and recycling containers and bicycle parking facilities.

Further, Site Plan Control ensures that Township, County and other agency standards and requirements are met.

This document is intended to provide guidelines for the public, property owners, and builders, to assist in the preparation, submission, review and approval of new developments in the Township of Selwyn.

Section 41 of The Planning Act, R.S.O. 1990 (as amended), provides the legislative basis for the use of Site Plan Control.

In accordance with Section 41 of The Planning Act, R.S.O. 1990 (as amended) the Council of the Township of Selwyn has declared its entire land area to be subject to Site Plan Control. Those seeking to develop property within the Township may be required to submit Site Plans, Building Elevations, Grading and/or Landscaping Plans as specified herein, to be approved by Council or by the delegated approval authority.

These guidelines have been created/designed in order to aid the applicant with the Site Plan process by providing an overview of the process itself and by outlining the required elements of a Site Plan as specified in The Planning Act.

Further, the Township recognizes that it is comprised of distinctly rural and urban components; and therefore guidelines have been designed to ensure that both the rural and urban components of the Township have been adequately addressed.



The Site Plan Process

Site Plan Control is utilized in order to ensure:

- Safe, orderly and functional development;
- Safety and efficiency of vehicular and pedestrian traffic;
- Land use compatibility between new and existing developments;
- The provision of functional attractive site amenities and facilities to achieve urban, rural and waterfront development design objectives;
- Retention and protection of valuable and sensitive natural features within development sites;
- The provision and appropriate placement of required infrastructure and services within development sites;
- The provision of easements or grading and site alterations needed to provide public utilities and site drainage; and
- The construction and maintenance of the development as approved by the Township.

To support an application for Site Plan Approval, drawings are prepared and submitted illustrating the spatial (physical) arrangement of property elements, such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, natural features, fences, lighting, signs, drainage patterns, wells, septic systems or municipal services, etc. Other supporting information, such as stormwater management and traffic impact studies may be required.

Further, Township Council, to compliment the Township's Community Improvement Plan, have endorsed Village and Hamlet Core Design Guidelines (May 2012). The purpose of the Design Guidelines is to articulate the Township's expectation for development review and are intended to facilitate high quality of design within the Township. They are intended to be flexible and most appropriately apply to development of commercial and mixed use buildings. Please refer to the Guidelines, and incorporate the guidelines where appropriate.

Pre-consultation

Applicants are required to request a pre-consultation meeting with Township Planning staff, prior to the submission of the application, in order to gain a preliminary planning review and direction.

Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. A failure to participate in pre-consultation may result in processing delays, as Planning staff may be unable to determine the accuracy and completeness of the application.

Staff is available to explain the process, indicate the feasibility of the proposed development and may be able to point out any special considerations for the property. Staff may also recommend the applicant consult with other Township staff, the County of Peterborough, the Otonabee Conservation Authority, Curve Lake First Nations and/or any other Ministries and Agencies which may further assist applicant. Appendix A provides a list of relevant agencies and contacts.

Effective, January 1st, 2016, applicants may be required to provide Notice of Request to Consult to both the Curve Lake First Nation's Land Resource Consultation Workers and the Curve Lake First Nation's Chief. For information on applications that may require First Nations consultation, visit the Township website.

Submit a Preliminary Site Plan Layout Plan and Meet with Staff

The submission of a preliminary site plan should be done early in the design process, before any substantial investment of time and expense for the completion of detailed landscape and site engineering plans. An early staff review of the preliminary site plan will minimize the time and expense of revisions. This step is often combined with the pre-consultation.



Submit the Required Site Plan Information

The applicant finalizes the site plan (including any revisions/suggestions made by the Township during the pre-consultation) and completes the list of requirements set out in this Site Plan Guide.

This will include building elevations, landscape design, drainage, servicing and engineering design plans.

Township staff and any relevant ministries and/or agencies will then review the completed information and any required revisions to the site plans/information provided will be relayed to the applicant for further submission.

Applications are reviewed for compliance with the applicable regulations of the Township Comprehensive Zoning By-law and circulated to the necessary Township Departments and outside agencies. The outcome of the circulation may result in a list of requirements to complete prior to the approval of the Site Plan. These requirements are specific to each property.

Depending on the complexity of the application and the supporting technical reports, the Township may require that an independent peer review of the reports be undertaken at the expense of the applicant.

***Note:** A "Peer Review" is where the professional work submitted, as part of the site plan application, is evaluated by others in the same field.

Processing Times

To ensure a timely and complete review, all required information should be submitted at the time of application. Comment from circulated Township Departments and external agencies are typically requested within 15 days.

Depending up the scale, complexity and information requirements of an application, the approval process

can be completed in 4 to 8 weeks. Complex applications that involve detailed agency review, public participation, multiple revisions may take up to 4-6 months.

If any portion of the application is missing, incomplete or if the plan is changed in any way, processing times may increase.

Finalize the Approval

All major site plans (building area greater than 500 m²) are submitted to Council for approval on the advice of the Manager of Planning and Building and/or the Township Planner. This approval includes prerequisite approvals that may be required by other agencies.

Approval will generally be conditional upon the applicant providing a performance security to the Township in the form of a letter of credit in order to ensure completion of the site development in accordance with approved plans.

Site Plan Drawing Standards Conditions to Site Plan Approval

Section 41(4) of the Planning Act identifies site plan drawing requirements, which include:

- Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided;
- Plans illustrating the elevations and cross-section views for each building to be erected;
- The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- Matters relating to exterior design including but not limited to the character, scale, appearance and design features of buildings;



- Design elements on any adjoining highways, including but not limited to trees, shrubs, hedges, plantings or ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- Facilities are to have regard for accessibility for persons with disabilities.

Further, Section 41(7) of The Planning Act identifies a number of items which are to be completed to the satisfaction of and at no expense to the Township. These items will be identified and addressed in Section 3.2.3 of these Guidelines.

Further, the Township of Selwyn's Zoning By-law addresses the minimum and maximum building size permitted on residential, agricultural, commercial and industrial zoned properties. To view the Zoning By-law, visit the Township website.

Plans and Drawings

All plans and drawings where applicable must be in metric units only, preferably at a minimum scale of 1:300, and provide the following information.

**Note: these drawing elements may be combined on one drawing as opposed to several plans, depending on the complexity of the subject property and proposed development.*

Applicants may use their own resources to create site plans and drawings, as long as they meet all of the requirements listed below. These site plans and drawings must then be certified by a professional.

General Submission Requirements

- Completed application form
- Application processing fees:
 - Minor Applications - \$1,081.34
 - Waterfront Lots - \$ 540.67
 - Major Applications - \$2,162.68*
 - Peer Review Deposit - \$3,784.74**
 - Registration Fee - \$ 626.69

**Note: Major applications involve building areas in excess of 500 m².*

***Note: Deposit may be used for any additional work that may be required. The remainder of the deposit will be returned upon completion of the process.*

- For major applications, a Letter of Credit is required ranging from \$10,000 to \$50,000 depending on the scope of the project
- Nine (9) complete sets of drawings; one 8 ½" by 11" copy; and a digital copy (.pdf) of all drawing sheets; and

All plans must include the following:

- Key plan, illustrating the location of the subject property, relative to the street layout within the surrounding area;
- Ownership name, project name, municipal address, legal description, date of submission and revision box;
- North arrow and scale;
- Complete boundary details, illustrating future streets, property and division lines;
- Area of property, proposed or planned division of property; and
- Matrix indicating zone requirements and actual site statistics

Existing Conditions Plan

- Exact location and description of existing buildings or structures on abutting properties;
- Abutting roads including the location and width of any utility poles, fire hydrants, and sidewalks, where applicable;
- All existing driveway entrances to the subject property as well as existing access and driveway entrances of the adjacent properties, including those of the properties on the opposite side of the road to the subject site;
- Type and extent of easements or right-of-ways, both on and adjacent to the property;
- All existing utility services are to be shown;



- Existing trees, watercourses and rock out-croppings, swales ditches, etc with exact locations;
- Existing grades over entire property by:
 - Contour lines at minimum one metre intervals, and contours of a reasonable portion of adjacent properties, or
 - The equivalent in spot elevations; and
 - The elevations of the crown of adjacent roads and public sidewalks.

Site Plan Drawings

Access Facilities

It is the intent of the Township to ensure that the access to the proposed development is located so that the safety and convenience of vehicular and pedestrian traffic to and from the property is assured and that the safety and traffic flow on public roads is not unnecessarily impeded. This will be accomplished through the following:

- a) The location and construction of any access to a road required approval from the agency which has jurisdiction over the road abutting the property (i.e. Ministry of Transportation, County of Peterborough. Township of Selwyn).
- b) Only one access from each street abutting the property will generally be permitted. Exceptions may be granted for automobile service stations and major developments with substantial road frontage, or is otherwise agreed to by the Township of Selwyn.
- c) The gradient of an access driveway shall not exceed 10%.
- d) The access driveways shall be constructed so that no surface water is discharged onto the travelled portion of the road.
- e) Where the expected traffic generated by a new development requires additional turning and

- f) storage lands abutting the new development or traffic direction signs, the Township may require that these be constructed at the applicants'/owners' expense.
- g) The access driveway located within the road right-of-way shall be paved.
- h) Where the road adjacent to the property is constructed with curbs and gutters or sidewalks, the access driveway located within the road right-of-way shall be constructed with pour-in-place concrete curb. The cost of altering the existing sidewalk is to be borne by the applicant/owner.

Off Street Vehicular Loading and Parking Facilities

Where possible, it is the intent of the Township that off street parking and loading facilities be provided, which ensures convenience to users; together with orderly and safe vehicular and pedestrian movement. The parking area shall be designed in such a manner that emergency access routes for all emergency vehicles are provided.

The following shall be taken into consideration:

- a) Parking, loading and access areas as required in the applicable Comprehensive Zoning By-law shall be provided with a suitable foundation and surface (i.e. interlocking brick, asphalt, or concrete).
- b) An adequate roadway/route shall be provided and maintained to provide access for firefighting equipment. This roadway/route shall be designed and constructed in accordance with the Ontario Building Code – and shall be illustrated on the site plan.
- c) All parking, loading and access areas shall be properly drained, and the surface water collected on the site and, if possible, brought to an outlet approved by the agency having jurisdiction over drainage.
- d) The dimensions of individual parking spaces shall



- e) be as required by the applicable Comprehensive Zoning By-law. Parking areas shall be designed to provide safe and convenient access to each parking space. Parking spaces are to be clearly marked.
- f) Gradients and cross-slopes for parking areas are as follows:
- i. Maximum gradient – 6%
 - ii. Maximum cross-slope – 6%
 - iii. When the grade is less than 1.5%, the minimum cross-slope shall not be less than 1.5%
- g) Parking areas for residential development should not be located so as to impair the view from living room windows and should not be less than 3 metres (10 ft.) from a window for a habitable room at or below grade, and not less than 1.8 m (6 ft.) from a wall containing a window to a habitable room where the sill is 1.8 m (6 ft.) or more above grade.
- h) Where a parking area is adjacent to a blank wall or a wall having windows to a non-habitable room only, provision shall be made for suitable curbs or stops to prevent damage to the wall.
- i) Parking areas adjacent to major walkways require permanent curbs to prevent parked vehicles from overhanging the walkway.
- j) Permanent effective vehicle barriers may be required for parking or loading areas to prevent encroachment on walkways, privacy areas, adjacent properties, public roads, etc. by parked or moving vehicles.
- k) Curb Cuts to Accommodate Disabled Persons
- l) Where raised walkways are placed alongside a vehicular route, a break in the curb surface in the form of a curb cut shall be constructed to help disabled persons negotiate such changes in the surface level:
- i. The entire surface of the curb cut shall have a textual change to act as detectable change.
 - ii. Curb cuts shall have a maximum slope of 1:12 on the main ramp with flared sides having a suggested slope of 1:10 but not to exceed 1:8.
 - iii. There shall be a minimum width of 1 m (39 in.) between flared sides of the curb cut.
 - iv. Where there is a drop at the edge of the curb cut, the drop shall be no greater than 13 mm (0.5 in.) and not less than 6 mm (0.25 in.).
- l) Daylighting triangles shall be maintained to prevent the parking of vehicles (even temporary in nature) in these locations in order to allow for clear site lines at intersections.
- m) Any loading facilities shall be constructed to sufficient capacity to support the heaviest anticipated service vehicle.
- n) All loading facilities shall be designed so that vehicles can enter and leave the property in a forward motion.
- o) Driveway and aisle width shall be in accordance with the requirements of the applicable Comprehensive Zoning By-law.
- p) Short term parking areas, such as those for fast food outlets, gas stations, and banks, shall be designed as to not obstruct exit/access driveways or to interfere with daylighting triangles.

Barrier Free Parking Requirements

Parking spaces and passenger loading zones for disabled persons shall be provided as outlined in the applicable zoning by-law.

Parking spaces shall be located adjacent to the accessible entrance to a building so that disabled persons do not need to pass behind parked cars.

Parking spaces shall have a firm level surface with a slope not exceeding 1%.



The passenger loading zone shall provide a safe exit from vehicles away from road or sidewalk traffic and shall be visible from the entrance. The distance between a building entrance and the drop-off zone shall not exceed 30 m (100 ft.); and shall be firm and level at a 1% grade.

Parking spaces and passenger loading zones for disabled persons shall be prominently identified by property signage – designated by the symbol of International Accessibility mounted both vertically on a sign as well as marked on the surface of the parking spaces in fluorescent blue.

Walkways and Other Means of Pedestrian Access

It is the intent of the Township to provide safe and convenient walkways serving points of access to and from all site facilities. This will be accomplished through the following:

- a) Walkway or combined walk and driveways shall be provided from the entrances of a residential building to a parking area and adjacent public street and recreational facilities.
- b) Walkways should be designed with a minimum of conflict between pedestrian and vehicular traffic and be co-ordinated with the grading plan to prevent the passage of large flows of water on or across the walkways.
- c) Minimum width of on-site walkways should be:
 - i) Main Walkways – 1.5 m
 - ii) Secondary Walkways – 1.0 m
- d) Major walkways for commercial or residential developments shall be constructed with a hard surface (including brick or brushed concrete) other than asphalt.

Facilities for Lighting

It is the intent of the Township to provide adequate on-site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or with the traffic on adjacent roads and to foster a greater sense of

security for the public. This will be accomplished through the following:

- a) The applicant/owner shall provide adequate on-site lighting for the safety of vehicular and pedestrian traffic in public areas such as parking areas, walkways, building entrances and access points.
- b) Light standards, flood lighting and lighted signs must be located and directed so as to not interfere with the traffic on the adjacent roadways.
- c) Flood lights and lighted signs may not be directed to windows of habitable rooms on adjacent properties.
- d) Special emphasis should be given to avoid glare on adjacent residential properties.
- e) Light standards for pedestrian and parking areas should be designed to avoid excessive glare on adjacent roads and properties, to address the scale of the site and to respect natural night lighting.
- f) Lighting shall be energy efficient and dark sky compliant (refer to Appendix C for examples of good and bad lighting).

Vaults, Central Storage and Collection Areas

It is the intent of the Township to provide for waste storage facilities adequate to accommodate the potential on-site needs in a suitable location without creating public health hazard or nuisance to adjacent properties. This shall be accomplished through the following:

- a) Outside waste disposal enclosures should conform to the same setbacks as those required for accessory buildings as outlined in the applicable Comprehensive Zoning By-law.
- b) Water disposal enclosures shall be properly screened and located outside main public view.



- c) The waste disposal storage area must be conveniently located with proper access.
- d) Any outside disposal facility must:
 - i. Be enclosed by a 2.0 m (6.6 ft.) high fence (i.e. wood or masonry wall) which shall be higher than the garbage container;
 - ii. Contained on a concrete pad;
 - iii. Ensure protection and freedom from vermin and rodent infestation;
 - iv. Blend with landscaped areas and be surrounded by evergreen shrubs at least 1.2 m (4 ft.) in height when planted;
 - v. Contain areas for clearly labelled storage of recyclable materials;
 - vi. Provide grease traps, if necessary; and
 - vii. Be properly maintained at all times.
- d) The drainage of the adjacent properties must not be affected during site preparation nor after construction is complete.
- e) The natural drainage patterns of existing ditches, channels, streams and creeks shall not be changed if changes would affect not only the site but also adjacent properties. In addition, the combined effect of the proposed development and other approved development in the vicinity should not exceed the capacity of these existing drainage courses.
- f) Storm water runoff from impervious areas such as parking lots and driveways shall be handled within the site and should not flow onto areas such as public roads or sidewalks.

Grading and Stormwater Management

It is the intent of the Township to prevent grading or changes in elevation or contours of the land which could result in the obstruction of natural or artificial drainage courses, discharge of surface water on adjacent lands or public highways or a detrimental visual or physical impact on adjacent properties which could result in the destruction of unique natural features of the site. This shall be accomplished through the following:

- a) Where the proposed grading or change in elevation will change the natural drainage pattern, the applicant/owner must provide clear evidence that these changes will not result in the blockage of natural drainage, ponding of water on adjacent properties or the discharge of surface water on adjacent properties or roadways.
- b) All surface water collected on the site must be discharged into an outlet approved by the agency having jurisdiction.
- c) The rate of storm sewer discharge should not exceed the rate under existing predevelopment conditions.

- g) The design of storm water drainage and storm water storage facilities may include: roof top storage, underground storage tanks, surface detention basins, trench drains, planted swale areas, bermed areas, or where acceptable soil and ground water conditions exist, recharge basins, dry wells, porous pavement, or any other innovative techniques, or combination of the above as approved by the Township of Selwyn and/or Otonabee Region Conservation Authority.

Landscaping

The Township strives to ensure the protection of the site's unique natural features, to improve functionality and beauty of proposed developments, to enhance the image of the Township.

In addition to improving and enhancing the Township's image, landscaping should be considered in terms of its proposed use:

- a) Aesthetic - To enhance main roads and highways and to buffer or screen conflicting uses including parking areas, service areas and waste disposal areas.
- b) Engineering/Environmental - To control glare, reflection, noise, wind, erosion, drainage,



shading and snow drifting, to re-vegetate areas and to protect environmentally sensitive areas.

- c) Architectural - To enhance public areas and entrances to buildings and sites, to diminish the impact of blank walls, and to create private and semi-private spaces, with landscape characteristics of the area.
- d) Pavement or parking shall be avoided in areas designated for landscaping.
- e) All of the property not used for pedestrian or vehicular circulation, parking/loading, designated snow storage areas or buildings shall be landscaped. Snow should not be stored so as to adversely affect landscaped areas.
- f) The applicant/owner shall identify unique natural features of the site on the plans. These unique natural features, such as trees, creeks, or scenic views, are to be protected during site preparation and building construction. Abutting parkland, greenbelt and landscaped areas of other properties should also be protected.
- g) At least 40-60% of all trees and shrubs should be of the coniferous type to provide year-round landscaping. There should be a combination of flowering types, with varying types of ground cover, and low shrubs.
- h) Special landscape designs are encouraged to enhance property entrances, and access boulevards.
- i) Special landscape designs such as cedar hedges are required along blank walls to offer visual relief and compliment building designs.
- j) The landscape design must consider the existing streetscape character and landscape of the surrounding properties.
- k) Development should ensure that site design provides protection of valuable open spaces,

landscape elements, recreational areas, historic landmarks, scenic views to natural areas, waterfront or manmade landmarks, and of any other architectural or natural attributes of the site and its surrounding area.

- l) All trees and shrubs shall meet the specifications for nursery stock as set out by the Canadian Nursery Trades Association and shall be planted according to accepted nursery trade practices. When possible, all plant material shall be native Ontario material. Trees are to be nursery grown stock with trunks, limbs, and basic shape typical of its species. Trees shall have straight trunks, be well branched and be balanced with a strong central leader. Trees shall be maintained so as to be free from insects, disease, and all physical injury.

This pamphlet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The Township of Selwyn accepts no responsibility to persons relying solely on this information.

Pamphlets are updated periodically. Contact the Building & Planning Department at 705.292.9507 to determine if you have the most recent edition.

For further information on Site Plan Applications, or to book an appointment please contact the Building & Planning Department at (705) 292-9507.